

# Event Details

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011743	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	SWC 314 Mail and NCOA Services		
Start Time	Finish Time		
01/20/2021 14:00:00 CST	02/02/2021 14:00:00 CST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO  
312 ROSA L PARKS AVE  
3rd Floor  
NASHVILLE TN 37243  
United States

Contact: Erik Busby  
Phone: 615/253-8900  
Email: erik.busby@tn.gov

## Event Description

The purpose of this Statewide Contract (SWC) is to provide Mail and National Change of Address (NCOA) Services to the State of Tennessee. It is the State's intent to award one contract for group 1) Mail Services and one contract for group 2) NCOA Services. This contract is utilized to supplement the Department of General Services, Document Solutions division in the event Document Solutions cannot provide the service.

Solicitation Coordinator: Erik Busby, Erik.Busby@tn.gov; 615-253-8900

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to <http://www.edison.tn.gov/> and click the link to the Supplier Portal Home Page. Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Internet Explorer and Firefox are the recommended browsers to access the Supplier Portal and bid on events. Google Chrome is not supported and should not be used. Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address, phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link: <http://www.edison.tn.gov> (Maintain supplier information)

Central Procurement Office Website: <https://www.tn.gov/generalservices/procurement>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently.

## General Questions

Question	UOM	Best	Worst	Response
How many days after receipt of purchase order will it take to deliver item(s)?		0		<input type="text"/>

Required: Yes Mandatory ResponseNo

### Response Comments

# Event Details (cont.)

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Event Round	Version		
1	1		
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SWC 314 Mail and NCOA Services			
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01/20/2021 14:00:00 CST		02/02/2021 14:00:00 CST	

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Question	UOM	Best	Worst	Response
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Please provide the brand and model names of the goods included in this bid:

Required: Yes Mandatory ResponseNo

### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

### Response Comments

Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
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<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
SWC 314 Mail and NCOA Services			
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01/20/2021 14:00:00 CST	02/02/2021 14:00:00 CST		

**Event Currency:** US Dollar  
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### Response Comments

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Question	UOM	Best	Worst	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

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Required: Yes Mandatory ResponseNo

### Response Comments

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Please enter the number of days, from the bid opening date, after which your bid offer will expire:

0

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Required: Yes Mandatory ResponseNo

### Response Comments

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I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

**IMPORTANT:** By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

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Required: Yes Mandatory ResponseYes

### Response Comments

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# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011743	Sell	RFx	4
Event Round	Version		
1	1		
Event Name			
SWC 314 Mail and NCOA Services			
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01/20/2021 14:00:00 CST		02/02/2021 14:00:00 CST	

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Question	UOM	Best	Worst	Response
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The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:  
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

### Response Comments

We ask that you take a few short minutes to complete this survey. The purpose of this survey is to capture Respondents' assessments of CPO procurement processes. Your responses will remain anonymous, and will have no bearing or consideration on contract award.

<https://www.surveymonkey.com/r/stateoftncpocustomer>

Required: No Mandatory ResponseNo

### Response Comments

The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:

- a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- b) Tennessee local governmental agencies;
- c) the board of trustees of the University of Tennessee

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
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Event Round	Version		
1	1		
Event Name			
SWC 314 Mail and NCOA Services			
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01/20/2021 14:00:00 CST	02/02/2021 14:00:00 CST		

**Event Currency:** US Dollar  
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**Bidder:** PUBLIC EVENT DETAILS

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system, the Tennessee board of regents system, or the State university boards;  
d) any private nonprofit institution of higher education chartered in Tennessee; and,  
e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

Required: Yes Mandatory ResponseNo

### Response Comments

The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name  
List the Sub-Contractor's Address  
List the Sub-Contractor's Contact Person  
List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

### Response Comments

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

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Event Round	Version		
1	1		
Event Name			
SWC 314 Mail and NCOA Services			
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Respondents must attach their completed Evaluation Model/Bid Pricing Document here.

Required: Yes Mandatory ResponseNo

**A file attachment is required to satisfy this question.**  
**Your bid will need to be edited online to include attachment responses.**  
**Response Comments**

Will the respondent accept the State's Purchasing Card (P-Card) as a form of payment under the awarded Contract?

Required: Yes Mandatory ResponseNo

**Response Comments**

Please list the following information:

List the Contract Administrator's Name  
List the Contract Administrator's Address  
List the Contract Administrator's Phone Number  
List the Respondent's Toll Free Phone Number  
List the Contract Administrator's Pager or Cell Number  
List the Contract Administrator's Email Address  
List the Respondent's Website

Required: Yes Mandatory ResponseNo

**Response Comments**

Service Experience, Time in Business, Contracts

List the length of time respondent's company has been in business. A respondent must have occupied a bona fide place of business for at least one year with suitable equipment, supplies and a trained staff capable of performing the services requested.

List the description of services. Please enter the information for three (3) comparable contracts on-going or completed within the last two (2) years.

Comparable Contract  
List Name/Address of Comparable Contract  
List the Contact Person  
List the Phone Number  
List the Contact Person's Email Address

Required: Yes Mandatory ResponseNo

# Event Details (cont.)

## PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011743	Sell	RFx	7
Event Round	Version		
1	1		
Event Name			
SWC 314 Mail and NCOA Services			
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### Response Comments

Associated Terms:

A respondent must have occupied a bona fide place of business for at least one (1) year with suitable equipment, supplies and a trained staff capable of performing the services requested. A respondent must furnish satisfactory evidence of successful completion of comparable contracts for at least three (3) customers within the past two (2) years and any other evidence required and requested in order to establish evidence of its ability to provide services in accordance with the terms and conditions and specifications.

If bidding Mail Services, please include documentation demonstrating USPS authorization to provide Mail Services in accordance with Specifications C.11.b. If bidding NCOA Services, please include documentation of USPS license/certificate for NCOALink software in accordance with Specifications D.1.a.

Required: Yes Mandatory ResponseNo

A file attachment is required to satisfy this question.  
Your bid will need to be edited online to include attachment responses.  
Response Comments

# Event Details (cont.)

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<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
32110-0000011743	Sell	RFx	8
<b>Event Round</b>	<b>Version</b>		
1	1		
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## Line Details

**No Bid:** ☐

**Line:** 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Each  
**Required:** No **Reserve Price:** No

**Bid Qty:**

**Description:** Dummy Line Please Complete and Upload your Evaluation Model Spreadsheet

Question	UOM	Best	Worst	Response
What is the unit price of this item?				<input type="text"/>

**Required:** Yes **Mandatory Response:** No

### Response Comments



# Event Details (cont.)

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32110-0000011743	Sell	RFx	9
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1	1		
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## Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

# Event Details (cont.)

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32110-0000011743	Sell	RFx	10
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 1 **UOM:** Each  
**Description:** Dummy Line Please Complete and Upload your Evaluation Model Spreadsheet

### Item Specifications

<b>Manufacturer:</b>		
<b>Mfg Item ID:</b>		
<b>Item Length:</b>	0	<b>Item Height:</b> 0
<b>Item Width:</b>	0	<b>Dimension UOM:</b>
<b>Item Volume:</b>	0	<b>Volume UOM:</b>
<b>Item Weight:</b>	0	<b>Weight UOM:</b>
<b>Item Size:</b>		<b>Item Color:</b>

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>
<b>Quantity:</b>	1	
<b>Due Date:</b>	01/16/2021	
<b>Freight Terms:</b>		
<b>Ship Via:</b>		

# Event Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration  
312 Rosa L. Parks Ave.  
21st Floor Tennessee Tower  
ATTN: Supplier Maintenance  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016